



## POSITION VACANCY ANNOUNCEMENT 17-FTNGD -12

Opening Date: 28 February 2017

Closing Date: 14 March 2017

**BRANCH OF SERVICE:** ARMY NATIONAL GUARD

**POSITION TITLE:** Recruiting and Retention NCO Assistant

**LOWEST/HIGHEST GRADE AUTHORIZED:** PFC/E-3 through SGT/E-5

**DURATION OF ASSIGNMENT:** 15 Mar – 30 Sep 17. This position is Full-Time National Guard Duty (FTNGD) (Formally ADOS) and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements..

**ORGANIZATION:** South Dakota National Guard Recruiting and Retention Battalion

**SELECTING OFFICIAL:** LTC Steven Siemonsma  
Recruiting and Retention Battalion Commander  
(605) 737-6797  
steven.j.siemonsma.mil@mail.mil

**LOCATION:** Sioux Falls, SD

**Announcement does not constitute commitment to fill position.**

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### POSITION DESCRIPTION:

The FTNGD Recruiting and Retention NCO Assistant will

- Assist Recruiting and Retention NCOs with recruiting duties at store front locations.
- Transport applicants and new enlistments to and from MEPS for physicals
- Schedule and run Mobile Event Team events for area
- . Assist NCOICs in gathering reports and assist with administrative duties
- Additional recruiting duties as assigned

### QUALIFICATION REQUIREMENTS:

- General: Applicant must be a member or become a member of the SD National Guard. Must be in good standing and no negative personnel action or FLAGS. Ability to communicate clearly and effectively. Able to establish and maintain effective working relationships with National Guard units, and the general public. Applicant must be able to complete the full duration of assignment without exceeding the 1095 rule.
- POSITIONS OF SIGNIFICANT TRUST (POST) REQUIREMENTS:** Applicants applying for POST positions must meet all the requirements listed below prior to becoming eligible for assignment to the SDARNG Recruiting and Retention Battalion. After State Level Checks

have come back favorable, applicants can begin to work in the SDARNG Recruiting and Retention Battalion until NGB Level Checks come back favorable.

**State Level Checks/Requirements (COL (O6) Appointing Authority):**

- c. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- d. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- e. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- f. Must not be listed on the National Sex Offender Public Website
- g. Must receive favorable results after completing a DD Form 369
- h. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

**NGB Level Required checks (POC ARNG-GSS/HRP):**

- i. Must have favorable results from:
- j. Department of Army Inspector General (DAIG)
- k. Criminal Investigation Division (CID)
- l. Office of Military Personnel File Review
- m. Army Substance Abuse Program

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard  
HUMAN RESOURCE OFFICE  
ATTN: SSG James Blackwell  
2823 West Main Street  
Rapid City, SD 57702-8170

**FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD:** Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

**EQUAL OPPORTUNITY:** The South Dakota National Guard does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender), national origin, political affiliation, sexual orientation, marital status, retaliation, parental status, or other non-merit factor. Selection will be made from those applicants determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.